


FIELDSTONE
APARTMENT HOMES

Rental Application

For Office Use Only:

Apartment # _____ Rent\$ _____ Size _____
Move-in Date _____ Lease Term _____
Application Fee _____ Reservation Fee _____ Security Deposit _____
Approved _____ Denied _____

Date _____ **How Did You Hear About Fieldstone?** _____

Name _____
First Middle Name Last

Social Security# _____ DL# _____ Date of Birth _____

Home Phone _____ Work Phone _____ Cell _____

Current Street Address _____

City _____ State _____ Zip Code _____

How Long Have You Been At This Residency? _____ Years _____ Months

Rent or Own? _____ Current Monthly Payment _____

Landlord or Mortgage Company Name _____ Phone _____

Have You Ever Rented Before? _____ If so, Where? _____ Phone _____

Previous Rental Address _____

City _____ State _____ Zip _____

Present Employer _____ Position _____ How Long? _____

Supervisor _____ Phone _____ Fax _____

Current Salary (Annually) _____ Hourly _____ Hours per week _____

Have You Ever Been Convicted of a Crime? _____ If Yes, Misdemeanor or Felony? _____

Explain _____



Resident Selection Criteria and Consent Form

Application and Non-Refundable Processing/Administrative Fee: A non-refundable application fee of \$_____ and a non-refundable reservation fee of \$_____ shall be paid with each completed application. Each occupant must complete an application and meet the credit scoring requirements. Each occupant is fully responsible for the entire rental payment and each must execute the Apartment Rental Agreement (Lease) and all other addendum(s).

Guarantor (co-signer): If a guarantor is required, the guarantor must complete an application, meet all qualifying criteria applicable to the guarantor agreement, and sign a Lease Agreement. Guarantor is responsible for all monies that come due under the Lease Agreement and all terms and conditions of the Lease Agreement and Lease Addendums.

Security Deposit: A security deposit in the amount of \$_____ will be required. This payment can be in the form of a money order or personal check made payable to the property.

Application Declined: If the application is declined, the applicant will be notified in writing and the security deposit will be refunded, if it has been paid. The application fee is non-refundable. If your application is declined or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided the consumer information to us. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

Application Cancelled: If for any reason applicant decides not to lease the apartment, within 72 hours, the Application Fee, processing/administrative fee and Security Deposit is non-refundable and will be forfeited.

Identity and Age Verification: A government issued photo identification will need to be presented by all applicants. All applicants must be at least 18 years of age.

Income Verification: If your application is accepted or accepted with conditions, verification of income will be required. Acceptable forms for verification are a recent pay stub, a recent bank statement or a W2 form if self-employed. If we are unable to verify your income or your income is contrary to your application, acceptance of your lease application will be withdrawn. Failure to provide required documentation of your income prior to taking occupancy will automatically deny your right to residency.

Occupancy Standards: No more than two occupants shall be permitted per bedroom in each floor plan. One bedroom - no more than two occupants; two bedrooms - no more than four occupants; three bedrooms - no more than six occupants.

Scoring of your Credit Report: Fickling & Company, Inc. uses Screening Reports for applicant screening. The Screening Reports program uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Based upon your credit score, your application will be accepted, declined or accepted on the condition that an additional security deposit is paid. Falsification of any information provided on the application will automatically deny your right to residency.

Criminal Background Search: If your application is accepted or accepted with conditions, a criminal background search will be conducted on each occupant including all persons 18 years of age and older. Fickling & Company, Inc. reserves the right to reject the application of any individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others. In addition, if the criminal background search reveals past criminal behavior, which is contrary to your rental application, acceptance of your application will be withdrawn.

Equal Housing Opportunity: Fickling & Company, Inc. (owner/manager of this property) adhere to the Fair Housing Law (Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Act of 1988) which stipulates that it is illegal to discriminate against any person in housing practices on the basis of race, color, religion, sex, national origin, disability or familial status.

Consent to Verify Credit and Criminal Background: All applicants, roommates and guarantors (if applicable) must agree to the following by executing this *Resident Selection Criteria and Consent Form and a Rental Application Form*.

I hereby consent to allow Fickling & Company, Inc. through its designated agent and its employees, to obtain and verify my credit information and a criminal background check for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Fickling & Company, Inc. and its agent shall have a continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

I have read, understand and agree to abide by the qualifications for the application process. I understand that if my application is not approved, I will forfeit my application fee(s), but will receive a full refund of my security deposit. I also understand that the deposit and application fee(s) are non-refundable if I cancel my application for any reason.

I hereby affirm that I have read and reviewed a copy of the Resident Selection Criteria and Consent Form, the application, lease agreement and all addendums. I understand that a signed, executed copy of the Lease Agreement and addendums will be given to me upon taking occupancy.

For this agreement only, signature from one applicant will be binding upon all applicants.

X _____ Date: _____
Applicant Signature

X _____ Date: _____
Applicant Signature

X _____ Date: _____
Applicant Signature

X _____ Date: _____
Applicant Signature




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Rental Verification Guidelines

Check writing History- Positive check writing history is required. Negative check writing history can result in denial of application or secured payment only status.

Criminal History- A Criminal history will be pulled for each applicant.

- Any applicant with a felony conviction within the last 10 years will be automatically denied.
- All applicants with felony convictions involving sex crimes, violent crimes, crimes against children, or the manufacturing or productions of methamphetamine will be denied regardless of time.
- Misdemeanors within the last 7 years will require approval from management.

Income- Minimum monthly income must be at least 3 times the monthly rent amount. Verification of income must include recent paycheck stubs and/or W2 forms (if self employed).

Credit- FICO Score of 600– Above Accepted

550– 599 Accepted w/ Conditions \$300 Deposit Required

549 – Less Application Declined

Bankruptcy may not be newer than 2 years and must be of a “discharged” status. Any collections including utilities will have to be paid prior to move-in. No foreclosures, vehicle repossessions, judgments or liens that are not of a released status.

Rental History- All applicants must have verifiable rental/mortgage history with good payment history. If there is a balanced owed, you will be required to pay or your application will be denied. First time renters will be charged a \$300 deposit.

Employment History- All applicants must have verifiable employment, at least 12 months with same employer or previous employment history will be required.

Number of occupants- No more than two occupants shall be permitted per bedroom in each floor plan.

Guarantor- A guarantor may be accepted if the applicant(s) who are intending to occupy the apartment do not meet these properties requirements. If a guarantor is required, the guarantor must complete an application, and meet all of the qualifying criteria noted above. Guarantor’s monthly income must be 5 times the monthly rent amount.

Age Requirements- All applicants must be at least 18 years of age to fill out an application and sign the lease agreement.

The groups or individuals that may be asked to release the above information (depending on program requirements) include, by are not limited to:

Previous Landlords (incl. Public Housing Agencies)
Social Security Administration
Support and Alimony Providers
Institutions
Courts

State Unemployment Agencies
Banks and other Financial
Credit Providers/Credit Bureaus
Medical & Child Care Providers
Schools & Colleges

Applicant hereby acknowledges that they have read and agree to the information above.

Signature

Date

Signature

Date

